Town of Monson **Building Department**

New Residential Construction Building Permit Application Requirements

- 1. Does the lot meet the current zoning requirements? In the rural residential area (not serviced by town water and sewer) you need 200 feet of frontage along a road and must have at least 60,000 square feet (about 1.5 acres) of land. In the village residential area the minimum road frontage is 125 feet and 20,000 square feet of area is required. You will need to deduct from the minimum required area any area of land that contains wetlands or a stream.
- 2. Are there wetlands on your property? The town does not have an official "wetlands" map. The only absolute way to determine the existence of wetlands on your lot is to hire a wetland scientist and have them "flag the wetlands" (place boundary markers). If there are wetlands on your property you may be required to submit a "Request for Determination", asking the Conservation Commission if your construction project will have an impact on the wetlands. The Commission may place restrictions on the use in environmentally sensitive areas and/or require protective measures during construction.
- 3. If you don't think you have wetlands on the property you can mark or stake out the location of the house and driveway and call our office (413-267-4111) to have someone from the Conservation Commission review the location and sign the attached application cover sheet.
- 4. Unless your lot has access to the town sewer, a septic system must be designed for your house and source of water must be provided. The first step in this process is to schedule a percolation (perc) test on your property. The permits for the perc test and well are available on the second floor in Town Hall at the Board of Health Office (413-267-4107). The fee for the perc test is \$300and the well permit fee is \$50. A plan must be prepared showing the proposed well location and septic location as well as all septic systems located within 200 feet. After the well is drilled a water sample must be tested and the results reviewed and approved by the Board of Health Agent.
- 5. On lots to be served by Town water and sewer connections you must file a permit application with the Water and Sewer Department (413-267-4130) at 198 Main Street. You must provide contact information for your contractor on the application. The fee for a general residential water connection is \$1,500 and the sewer is \$2,000. You will be billed for these permit fees and will not be required to pay with the application.

- 6. The location and design of the driveway must be approved by the Highway Superintendent and the Zoning Enforcement Officer. Contact John Morrell (413-267-4135) at the Highway Department located behind the Old Memorial Hall, 198 Main Street to make arrangements for a site visit and obtain an application. If the proposed driveway is steep and slopes toward the road you will be required to have a plan prepared by a registered engineer detailing how the stormwater from the driveway will be contained on the site and the measures necessary to control erosion both during and after construction. The driveway permit fee is \$60 and is paid at the Building Department where the driveway location is reviewed for compliance with zoning.
- 7. The application cover sheet must be signed by a representative of the Fire Department (413-267-3132) at 198 Main Street. They will review with you the smoke and carbon monoxide detector requirements.
- 8. The payment of all taxes and fees owed to the Town must be current. Check with the Town Collector's office (413-267-4119), at 110 Main Street and have them sign the application cover sheet acknowledging all taxes and fees are paid.
- 9. The Building Department will review your plans and prepare written comments including the calculated permit fee. The following items will be required for a complete submission;
 - a. Building Permit Application
 - b. Two sets of building plans.
 - c. Signed Application Cover Sheet or individual department approval forms.
 - d. Copy of the well completion and water test report.
 - e. Copy of the septic system design and percolation test results.
 - f. The MasCheck energy/insulation requirements.
 - g. Workers' Compensation Insurance Affidavit for all subs on the job.
 - h. Copy of the Construction Supervisors License
 - i. Permit fee.
- 10. A registered land surveyor will be required to prepare a plan after the foundation is installed showing the exact location of the house on the lot. In some instances where the structures will be close to the property lines it is recommended to have your surveyor stake out the proposed house location before the foundation is placed to avoid creating a setback violation.

Town of Monson Building DepartmentNew Construction

Application Cover Sheet

	Date:
Owner:	
Phone #:	
Building Lot Location:	
Lot # House # Stre	eet
Assessor's Map# Assesso	or's Lot #
1. Zoning Department:	
2. Conservation Commission:	
3. Health Department	
Water test date:	Septic system permit #
4. Water & Sewer Department	
5. Highway Department	
6. Fire Department	
7. Town Collector's Office	